

Comparisons of Job Characteristics

Focus Occupation: Business Operations Specialists, All Other (13-1199)

Associated Occupation: General and Operations Managers (11-1021)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 50

Focus Occupation: Business Operations Specialists, All Other (13-1199)

Associated Occupation: General and Operations Managers (11-1021)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Administration and Management	8.4	17.3	8.5	<<	Extensive education and/or training may be required
Customer and Personal Service	11.3	16.4	13.6	<	Expanded education and/or training may be required
Personnel and Human Resources	5.6	15.2	4.1	<<	Extensive education and/or training may be required
Economics and Accounting	4.4	13.0	5.4	<<	Extensive education and/or training may be required
Clerical	7.3	12.0	11.3	0	Current knowledge level may be sufficient
Sales and Marketing	5.2	10.5	10.4	0	Current knowledge level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 75

Focus Occupation: Business Operations Specialists, All Other (13-1199)

Associated Occupation: General and Operations Managers (11-1021)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Monitoring	9.9	12.5	10.2	<	A higher skill level may be required
Coordination	9.1	12.3	9.3	<<	Extensive development of skills in this area may be required
Negotiation	6.8	10.8	7.1	<<	Extensive development of skills in this area may be required
Management of Personnel Resources	6.9	10.7	6.9	<<	Extensive development of skills in this area may be required
Persuasion	7.4	10.5	9.2	<	A higher skill level may be required

Operations Analysis	5.0	10.1	9.3	0	Current skill level may be sufficient
Management of Material Resources	3.7	9.2	4.1	<<	Extensive development of skills in this area may be required
Management of Financial Resources	3.3	8.1	4.3	<<	Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 90			
Focus Occupation: Business Operations Specialists, All Other (13-1199) Associated Occupation: General and Operations Managers (11-1021)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Problem Sensitivity	11.1	13.2	11.9	<	Some improvement in abilities may be required
Written Comprehension	11.0	13.2	13.2	0	Current ability level may be sufficient
Written Expression	9.8	13.2	13.5	0	Current ability level may be sufficient
Fluency of Ideas	7.6	9.8	9.3	0	Current ability level may be sufficient
Originality	7.6	9.6	8.3	<	Some improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

There are no common work activities.

Tools and Technologies that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 70
Focus Occupation: Business Operations Specialists, All Other (13-1199) Associated Occupation: General and Operations Managers (11-1021)		
Tools and Technologies	Exclusivity	
Business function specific software	1	
Cameras	2	
Computer data input devices	2	
Computers	1	
Content authoring and editing software	1	
Data management and query software	1	
Duplicating machines	6	
Industry specific software	1	
Information exchange software	1	
Network applications software	1	
Personal communication devices	2	

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.